



OFFICE OF PUBLIC INSTRUCTION

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Denise Juneau
Superintendent

July 2009

To: School Food Authority Administrators – Milk Only Program

From: Christine Emerson, Director
School Nutrition Programs



Re: Free Milk Benefits

The following forms are available on the School Nutrition Programs website at www.opi.mt.gov/schoolfood/index.html in the School Programs Forms and Guidance page. These forms are **required** to successfully administer the School Nutrition Programs. If you have trouble downloading any of these forms, please contact our office at (406) 444-2501.

Required forms include:

- Public Release
- Letter to Households (*front and back: must be sent with the free and reduced-price school meals application*)
- 2009-2010 Free and Reduced-Price School Meals Application (*front and back*)
- Notification Letter (*must be sent for all applications received*)
- 2009-2010 Income Eligibility Guidelines (*these are the official guidelines that are used to determine free and reduced-price eligibility based on income*)

Insert your district's specific information in the **[bold bracketed fields]**. If you make additional changes, you must submit them to the state agency for approval. The pages are designed to be printed on 8½" x 11" paper.

The Department of Public Health and Human Services mails a Direct Certification Letter each year in August to each household eligible for food stamps. Please ask families receiving the letter to submit it to the district. An application does not need to be completed if the Direct Certification letter is on file at your school district.

Enclosures